

Department of the Army
First Region (ROTC)
United States Army Cadet Command
Fort Bragg, North Carolina 28310-5000

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Financial Administration

UNIT COMMANDERS FINANCE REPORT

FOR THE COMMANDER:



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PROPOSER: The proposer of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSON: This MOI supersedes FRMOI 37-104-99, 9 May 00.

APPENDIX A: Processing the UCFR (page 4)

DISTRIBUTION: A; D; S
Distribution codes used are explained in FRMOI 25-1.

This document is available on the INTERNET at:
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1. Purpose. This MOI provides policy, procedure, and guidance pertaining to the Unit Commanders Finance Report (UCFR).
 2. Applicability. This MOI is applicable to brigades and senior ROTC battalions of this region.
 3. General.

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a. The UCFR provides the basis to ensure that ALL unit personnel gains, duty status, and losses are properly reported to finance.

b. The UCFR is the major tool used to ensure that soldiers are receiving their authorized pay and allowances.

c. The UCFR assists in the prevention of improper payments and out-of-service debt. Proper attention to the UCFR will identify overpayments to soldiers and ensure that collection process is accomplished prior to soldiers being reassigned or separated from the Army.

4. Policy.

a. First Region (ROTC) Military Pay Section will forward the UCFR to each brigade and senior battalion upon receipt from the supporting Finance Office.

(1) Senior battalions not receiving their copy of the UCFR by the fifth of each month MUST contact their brigade headquarters to obtain a duplicate copy.

(2) First Region (ROTC) Military Pay Section provides brigades with a copy of each battalion's UCFR. Upon request brigades should provide copies of the UCFR to units who do not receive their original copy.

b. Commanders will review and certify the UCFR using the guidance contained in Appendix A.

c. Commanders will certify the UCFR after all discrepancies are identified, reported and corrected by placing the following statement on the bottom of the report, dating and signing the report.

"I certify that I reviewed the accountability and duty status of the personnel contained on this UCFR and they are assigned or attached to my unit. To the best of my knowledge, this information is correct or was corrected on this report."

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d. The certified original report MUST be forwarded by mail to Headquarters, First Region (ROTC), ATTN: ATOA-PAM-FI, by the tenth of each month. Do not send copies and do not FAX certified reports.

e. Unit commanders must attach a copy of orders or other authorization documents to verify any changes to the UCFR.

f. Certifying official will retain the UCFR and supporting documents for one year.

g. Brigade headquarters may destroy the duplicate copies of their battalion's UCFRs upon receipt of the next UCFR.

PROCESSING THE UCFR

Step	Work Center	Required Action
1	First Region (ROTC) Military Pay Section	Provide monthly UCFR, and LES to First Region (ROTC) brigades and battalions.
2	Brigade/Battalion	Gather all available supporting documents (e.g., orders assigning/departing soldier, housing verification memo).
3	Brigade/Battalion	<p>Ensure that <u>ALL</u> assigned or attached soldiers are listed:</p> <p>a. If a soldier is not assigned or attached to the unit, draw a line through the name on the UCFR and annotate to the left of the grade why the soldier should be deleted and the date of the personnel action, if applicable. For example, for Permanent Change of Station, note "PCS" and the date; for Separated, print "SEP" and the date of separation; for Retired, indicated "RET" and the date; and for Never in Unit, mark "NIU". Attach a copy of orders and LES, as appropriate, to the certified copy of the UCFR. For departed soldiers indicate the date of departure at the top of the orders.</p> <p>b. If a soldier is in the unit (but not on the UCFR), type or print the complete name, SSN, and date of arrival after the last name on the last page of the UCFR. Attach a copy of the assignment or attachment orders, if available, to the certified copy of the UCFR.</p>

Step	Work Center	Required Action
4	Brigade/Battalion	<p>Ensure that the current Duty Status (STATUS) of each soldier in the unit is correct. This column is especially critical because an incorrect Duty Status can result in either overpayments or underpayments. Circle all incorrect STATUS listings on the UCFR. Attach appropriate documentation to support error corrections to the certified UCFR.</p> <p>a. Every paid Duty Status (Present for Duty, Leave, Temporary Duty (TDY), and Hospitalized) is represented on the UCFR by a blank space except Field Duty, which is represented by "FILD".</p> <p>b. The non-paid Duty Status categories on the UCFR are Absent without leave (AWOL), Sick not in the Line of Duty (SNLD), Military or Civilian Confinement (CONF), and Deserter (DEST).</p> <p>c. Suspended Pay Status (SUSP) freezes funds issued to a soldier's pay account and normally indicates a pay account postured for separation or retirement:</p> <p>(1) If this status appears on a soldier who has separated, retired, or been reassigned, take no action. Finance is processing this account and will drop this soldier from the UCFR upon completion of processing.</p>

Step	Work Center	Required Action
4	Brigade/Battalion	<p>(2) Contact First Region (ROTC) Military Pay Section <u>IMMEDIATELY</u> and request correction, if this status is incorrect. This soldier will not be paid until the correction is made.</p> <p>(3) If a commander begins processing a soldier for an early separation (Chapter) or suspects that a soldier who is approaching separation owes a debt, the commander should submit a written request to First Region (ROTC) Military Pay Section that the soldier's pay account be placed in Suspended Pay Status. This document must include the reason(s) for the request.</p>
5	Brigade/Battalion	<p>Ensure that the pay grade (GR) of each assigned soldier is correct. If the grade is incorrect, contact the First Region (ROTC) Military Pay Section to ensure that SIDPERS has the proper grade. UCFR and SIDPERS must have the same grade on each soldier. Normally, the UCFR is automatically updated when a SIDPERS grade transaction is posted; however, if a reject occurs in Finance but not in SIDPERS, the First Region (ROTC) SIDPERS NCO will re-input the grade change with a JUMPS Army Corrector Transaction through SIDPERS. If this second input rejects, contact First Region (ROTC) Military Pay Section. They will review the pay account for problems that prevented the promotion transaction from processing and perform the necessary corrective actions.</p>
6	Brigade/Battalion	<p>Compare the Basic Allowance for Quarters (BAQ) UCFR information on each assigned soldier with their actual dependency status</p>

Step	Work Center	Required Action
6	Brigade/Battalion	<p>(divorce, adoption, death in the family, legal separation, marriage, spouse enlisting in the Armed Forces, and/or birth in the family). If the UCFR information is not correct or current, attach a copy of the appropriate documentation to the certified copy of the UCFR. Commanders should specifically check for soldiers receiving any form of BAQ while residing in family government quarters and ensure that appropriate documentation on such cases is attached to the certified copy of the UCFR. The BAQ codes used on the UCFR are:</p> <p>a. REB – A rebate or partial BAQ is paid to single soldiers or soldiers married to soldiers living in the barracks, Bachelor Enlisted Quarters (BEQ), and Bachelor Officer Quarters (BOQ) who have no dependents.</p> <p>b. W/D – BAQ with Dependents is payable to soldiers who have accompanying family members (spouse, children, and/or parents).</p> <p>c. W/O – BAQ without Dependents is usually paid either to single soldiers or to soldiers married to soldiers who reside off post.</p> <p>d. QTR – Soldiers who reside in or have family members who reside in family government quarters receive no BAQ.</p>
7	Brigade/Battalion	Review the Basic Allowance for Subsistence (BAS) column. Ensure that a DA Form 4187 is attached to the certified copy of the UCFR

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Step	Work Center	Required Action
7	Brigade/Battalion	<p>to stop or start the appropriate type of subsistence allowance on every soldier where a discrepancy is found. The subsistence codes used in these reports are:</p> <p>a. Blank – This column is left blank for soldiers who are not receiving any type of subsistence allowance. Review the relevant information for all of these soldiers to determine whether or not any of them is entitled to a subsistence allowance based on residing off post or in family government quarters, rank (SFC or higher), dietary restrictions, duty hours, or no government mess being available.</p> <p>b. SR – The soldier is receiving Separate rations. Check to see whether or not this soldier signed for a meal card. Soldiers receiving SR are not authorized to have a meal card.</p> <p>c. RNA – The soldier is receiving Rations Not Available for at least one meal per duty day.</p> <p>d. EMG – The soldier is receiving rations under Emergency conditions.</p> <p>e. YES – The officer is receiving BAS.</p>

Step	Work Center	Required Action
8	Brigade/Battalion	<p>Review the Variable Housing Allowance (VHA) column. VHA is now included within BAH on the LES. The codes for the types of VHA and the applicable eligibility rules are:</p> <p>a. Blank – The soldier is not receiving any VHA. All soldiers not residing in government housing are eligible to receive some form of VHA. If the soldier is eligible, contact and then assist them in completing a DA Form 5960, attach a copy of the soldier's rental or mortgage agreement to the DA Form 5960, and forward these documents to First Region (ROTC) Military Pay.</p> <p>b. V – The soldier is receiving a regular VHA. – Soldiers residing off post within CONUS should be receiving a Regular VHA.</p> <p>c. I – The soldier is receiving an Interim VHA. Soldiers are eligible for a maximum of 60 days of Interim VHA after arrival at a new duty station to allow them time to acquire a rental or mortgage agreement for a new residence. This entitlement automatically terminates on the 61st day. Contact all soldiers receiving an Interim VHA, ask them to bring in their rental or mortgage agreements, assist them in completing their DA Forms 5960, and forward these documents to First Region (ROTC) Military Pay Section.</p>

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Step	Work Center	Required Action
8	Brigade/Battalion	d. Soldiers receiving BAQ solely because they are paying child support are not eligible for any VHA. If any of these soldiers are receiving a VHA, attach a Stop Payment DA Form 4187 to the certified copy of the UCFR.
9	Brigade/Battalion	Review the Leave Balance (LV BAL) column. The numeric values in this column show how many days of leave each soldier has accumulated. A number followed by a minus sign (e.g., '10-') means that the soldier has taken that many more days than they have earned to date. Ensure that leaves taken by soldiers are being posted to their pay accounts by comparing the leave balances in this column with the unit copy of the DA Forms 31 submitted prior to the last monthly cutoff. If the number in this column is incorrect, annotate the error on the UCFR and attach the appropriate documentation to the certified copy of the UCFR. The LV BAL column should be used in administering the unit's leave management program.
10	Brigade/Battalion	If one or more fines/forfeitures are not listed or are incorrect, annotate the error on the UCFR and attach a copy of the court martial or Article 15 orders to the certified copy of the UCFR. If a fine/forfeiture is listed for one or more soldiers who have not received an Article 15 or been convicted by a court martial, annotate the error(s) on the UCFR and attach an error correction memorandum to the certified copy of the UCFR.
11	Brigade/Battalion	Review the Incentive Pay (INCEN PAY) column. If "YES" is listed under the Incen Pay column, look at the soldier's LES to

Step	Work Center	Required Action
11	Brigade/Battalion	determine the type of incentive pay received. The PMS needs to verify with region if the soldier is entitled to the incentive pay. If any other codes are listed under the Incen Pay column and the soldier is not authorized incentive pay, circle or highlight the code and attach a copy of the termination orders or a DA Form 4187 requesting that the incentive pay be stopped. Examples of possible incentive pay for First Region (ROTC) personnel are Flight Pay for aviators, Foreign Language Proficiency Pay for qualified positions, Special Duty Pay for Special Forces personnel. Examples of incentive pay <u>NOT</u> authorized are Parachute Pay, Drill Sergeant Pay and Recruiter Pay.
12	Brigade/Battalion	<p>Check the ETS column. The ETS column shows a date only when a soldier's approaching ETS date is within 120 days.</p> <p>a. Verify that each soldier with a date in this column is separating from the Army. For each soldier who extended or reenlisted, attach a copy of the extension or reenlistment contract to the certified copy of the UCFR.</p> <p>b. Check for soldiers approaching separation or retirement whose ETS is not on the UCFR. For each of these soldiers, attach a copy of the order or memorandum notifying Finance of the separation or retirement to the certified copy of the UCFR.</p>

Step	Work Center	Required Action
13	Brigade/Battalion	<p>Review the Overseas Housing Allowance (OHA) and the Cost of Living Allowance (COLA) columns. The Without Dependent Rate for both columns is "WDO". Blank spaces in either of these two columns mean that the soldier is not receiving the entitlement. The With Dependent rate in the OHA column is always 'WD1'; the With Dependent rate in the COLA column is 'WD1, WD2, WD3, WD4, or WD5.' A 'B/C' in the COLA column means that the soldier is receiving the Barracks Rate COLA.</p> <p>a. The OHA and COLA columns apply only to soldiers stationed overseas. If anything other than blank spaces appear in these two columns for a CONUS unit, the commander should annotate this error on the certified copy of the UCFR. Some First Region (ROTC) CONUS units are authorized COLA but it will not appear on the UCFR.</p> <p>b. Verify that all soldiers receiving OHA are residing off post in approved housing on the economy. If any soldier receiving OHA is found to be residing in the BEQ, the BOQ, the barracks, or family living quarters, attach a copy of the memorandum notifying Finance to terminate payment to the certified copy of the UCFR.</p> <p>c. Verify that the number of command sponsored dependents matches the number of dependents in the overseas area and the</p>

Step	Work Center	Required Action
13	Brigade/Battalion	number in the COLA column. If there is a discrepancy, attach a copy of the DA Form 4187 stating the correct number of command sponsored dependents to the certified copy of the UCFR.
14	Brigade/Battalion	Review the Pay Option (PAY OPT) column. In this column, 'CHEK' means that the soldier has an electronic fund transfer (EFT) going to a checking account, 'SAVE' means that the soldier has an EFT going to a savings account, and 'ADDR' means that the soldier has a check mailed to an address. Commanders should identify and advise those soldiers who are not using the EFT option to acquire one.
15	Brigade/Battalion	Review the NET PAY and the Balance Due the United States (BAL DUE US) columns. Commanders can use this information to identify soldiers with excessive debt so that steps can be taken to ensure that these soldiers receive proper counseling and guidance on money management. A No Pay Due (NPD) entry in the NET PAY column is an especially strong indicator that this soldier has excessive debt
16	Brigade/Battalion	Attach the supporting documentation to the original copy of the corrected UCFR, ensure that the commander has signed the certification statement, forward the entire UCFR package to First Region (ROTC) Military Pay Section, and file a copy of the corrected UCFR with supporting documents. Units will retain the file for 1 year.
17	Region Military Pay Section	Receive UCFR from schools. Log in UCFR, make copy for files, forward UCFR to the supporting finance center for update.